

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1807 **TITLE:** DATA ANALYST II

GRADE: S-27

DEFINITION:

Under general supervision, develops data standards and logical data models to ensure complete, correct, accessible, and shareable data for IT development projects; gathers user requirements, develops logical business models, prepares for physical database design, maintains data repositories, facilitates data access for users and provides training and guidance in data administration practices and tools; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This journey or full performance level performs a variety of data analysis work. It is distinguished from the Data Analyst I which assists in the performance of typical data analyst work, or develops structured diagrams, data flow, entity life cycle, entity/relationship, hierarchy and association matrix diagrams for a project of limited scope and complexity; by resolving problems related to data standards, providing employee training in the use of data tools and evaluating administrative processes for data analysis purposes.

ILLUSTRATIVE DUTIES:

Develops data standards and data models to ensure complete, correct, accessible, and shareable data for IT development project;
Gathers and documents business data requirements;
Assists in planning and facilitating user requirements sessions for data analysis, data standardization, and data ownership;
Analyzes business forms, reports, processes, practices, and procedures;
Assists/develops logical business models;
Identifies data subject areas, data entities, attributes, relationships, information types, domains, and constraints;
Develops structured diagrams, data flow, entity life cycle, entity/relationships, hierarchy, and association matrix diagrams;
Assists in identifying physical implementation requirements such as denormalization, data types, defaults, keys, and referential integrity;
Assists in coordinating the developing of logical data standards, definition standards, domain and type standards, and the resolution of related conflicts;
Assists in the development of the corporate information architecture and policies;
Maintains data repositories and dictionaries;
Assists in the selection, implementation and training of data access tools;
Assists in training and providing guidance in data administration practices and use of data administration tools;
Evaluates and recommends acquisition of CASE tools;
Attends training workshops, product demonstrations, conferences, technical briefings and conventions;

Stays abreast of technology changes;

Provides assistance to other staff as needed;

Serves on committees and task forces and undertakes special projects as assigned;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, practices, and methods related to data administration;

Knowledge of areas of data administration such as data administration policies and standards, data definition, modeling and logical design, database design, and quality control;

Knowledge of relational databases (such as Oracle or DB2) and CASE tools;

Ability to solve problems related to cross-agency data sharing, usage conflicts, and data inconsistencies;

Ability to communicate effectively, both orally and in writing;

Ability to analyze and evaluate administrative processes and procedures for data analysis purposes;

Ability to conduct research into new information technology;

Ability to train employees in the use of data access tools;

Ability to prepare user manuals and systems documentation;

Ability to translate technical terminology into terms understandable to management and employees;

Ability to establish and maintain effective business relationships.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Bachelor's degree in computer science, or related field; PLUS

Three years' experience in the data administration area working with data modeling tools and relational databases.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: May 24, 1999